

Custodial, Labor and Trades Branch
Labor and Trades Supervision Group
Water Production Series

WELL PRODUCTION SUPERINTENDENT

11/89

CHARACTERISTICS OF THE CLASS:

Under direction, plans, organizes and directs the operation of the water well production and supply system, and well production maintenance; performs related duties as required.

EXAMPLES OF DUTIES:

Plans, assigns and supervises technical, skilled and semi-skilled personnel engaged in the operation, maintenance and monitoring of water wells, reservoirs, booster pumps, switchgears and related electro-mechanical equipment; conducts periodic inspections to ensure safe working practices and compliance with Utilities' rules and procedures.

Develops and recommends new policies and methods for the operation and maintenance of the water well production, booster pumping equipment, water storage facilities and telemetry system; reviews computer-generated data to analyze production/consumption trends, to plan and project future operations and needs.

Supervises, trains and evaluates assigned personnel enforces established rules and regulations, standards of conduct and work attendance and safe working practices and procedures; conducts meetings with assigned personnel to advise and discuss a variety of issues and problems; initiates disciplinary and employee reward actions when necessary; attends supervisory meetings.

Prepares annual operating budgets; maintains records of operations, maintenance, equipment and supplies; prepares management and operational reports; requisitions equipment and materials.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. and eight years of water well production experience, including three years of supervisory experience; or an equivalent combination of experience and training.

Knowledge, Abilities and Skills: Comprehensive knowledge of the operation of the water well production, storage and distribution system; comprehensive knowledge of Utilities regulations, policies and procedures; comprehensive knowledge of the water wells, booster pumps and storage capabilities; good knowledge of telemetry components used in the production system; good knowledge of well pump installation, operation and maintenance practices; some knowledge of EPA guidelines concerning water quality; some knowledge of supervisory techniques standards of conduct and work attendance and safe working practices and procedures.

Ability to supervise, train and evaluate assigned personnel; ability to coordinate work assignments and to determine effective and efficient combinations of people and equipment to complete a job or project; ability to communicate orally in an effective manner; ability to establish and maintain effective working relationships with fellow employees; ability to solve field problems; ability to interpret computer-generated reports and related records; ability to project future resource needs; ability to prepare written reports.

Licenses and Certificates: Texas Class "C" Driver's License or an equivalent license issued by another state; Class B Certificate of Competency in Water from the State of Texas Health Department.

Director of Personnel

Department Head